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***ACTION ITEMS of the REGULAR MEETING of the
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD of the
TOWN OF CLARKDALE***

Wednesday, February 20, 2013 at 4:30 P.M.

Administration Conference Room, 39 N. 9th Street, Clarkdale, Arizona

A Regular Meeting of the Local Board of the Public Safety Personnel Retirement System for the Town of Clarkdale was held on Wednesday, February 20, 2013 at 4:30 p.m. in the Administration Conference Room, Town Hall, 39 N. 9th Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 4:35 p.m. by Vice Chair Bayless.

Board Members:	President	Doug Von Gausig (absent)
	Citizens	Amy Bayless, Vice Chair
		Ann Found (absent)
	Members	Tommy Nester
		Robert Church

Staff Members: Mary Ellen Dunn, Board Secretary

PUBLIC COMMENT – The local Board of the Public Safety Personnel Retirement System for the Town of Clarkdale invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment shall be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Secretary during the meeting. Each speaker is asked to limit their comments to five minutes.

There was no public comment.

OLD BUSINESS

APPROVAL OF MINUTES OF THE LOCAL BOARD. Approval of the Minutes of the Regular Meeting held September 5, 2012.

Officer Nester moved to approve the minutes dated September 5, 2012. The motion was seconded by Officer Church. The motion was approved unanimously.

Vice Chair Bayless switched agenda items 4 and 5 in Old Business for clarity.

SECRET BALLOT RESULTS. Announcement of results of secret ballot vote for Police Department member.

Following the meeting of September 5, 2012, the Board Secretary distributed ballots to members of the Town of Clarkdale Police Department for the purpose of electing a member to fill the position that will expire September 30, 2012. Robert Church was elected by secret ballot to fill this position and his new term will expire September 30, 2014.

No Board action is required.

REVIEW OF DRAFT OF ORGANIZATIONAL BY-LAWS. Discussion and consideration of modification and/or acceptance of the By-Laws Draft.

The Public Safety Personnel Retirement System has a template for By-Laws on its website which has been adapted for the Local Board of the Town of Clarkdale and is attached for Board review, modifications, and ultimate approval.

This agenda item is for review and discussion only.

NEW BUSINESS

ACCEPTANCE OF OFFICER PRE-EMPLOYMENT PHYSICALS. Discussion and consideration of method to document current officers' Pre-employment Physicals as required by Trustees.

The State Board of Trustees requires that each officer have a pre-employment physical. The physician's report must be reviewed for findings of pre-existing conditions. In this review, any pre-existing conditions must be noted for the record and procedures required by the Board By-Laws and Arizona statutes followed. It appears that these reviews have not been done for the current officers and the State Board has recommended that the Local Board implement one of two remedies:

- 1) Each current officer's pre-employment physical can be reviewed and accepted individually, in Executive Session, noting any specific pre-existing conditions; or
- 2) The Board will designate a representative(s) to review the officers' pre-employment physicals. The representative(s) will note in general terms whether there were pre-existing conditions and present to the Board for discussion and vote. This option does not necessitate Executive Session as the reports are discussed in general terms.

Officer Nester moved that the Board designate Secretary, Mary Ellen Dunn, and Police Aide, Debra LaFrance, to review the officer's pre-employment physicals and report the results to the Board for discussion and vote. Officer Church seconded the motion. The motion was approved unanimously.

APPOINTMENT OF REPRESENTATIVE(S) TO REVIEW OFFICER PRE-EMPLOYMENT PHYSICALS. Discussion and consideration of Board selection of representative(s) to review officer pre-employment physicals for determination of pre-existing conditions.

Prior to beginning employment for the Town of Clarkdale Police Department, officers are required to have a physical which informs the Town of an applicant's ability to serve as a police officer. If a pre-existing condition is noted by the physician it must be noted for the purpose of determining future disability eligibility.

Pursuant to direction given by the State office, the Board could:

- 1) evaluate each physical in Executive Session, note pre-existing condition or no pre-existing condition, and approve the application for membership; or
- 2) select a representative(s) to review each physical, who will note pre-existing condition or no pre-existing condition and bring general information to the Board for approval in a Regular Meeting.

Officer Church moved that the Board designate Secretary, Mary Ellen Dunn, and Police Aide, Debra LaFrance, to review each physical, who will note pre-existing condition or no pre-existing condition and bring general information to the Board for approval in a Regular Meeting. Officer Nester seconded the motion. The motion was approved unanimously.

Without objection, Vice Chair Bayless adjourned the meeting at 4:58 p.m.

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2453 at least 72 hours in advance of the meeting.